



GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

TVA 13-013

OPEN PERIOD:

02/08/13 – 03/04/13

JOB TITLE:

Supply Technician

PAY GRADE AND SERIES:

GS-2005-6

PAY RANGE POTENTIAL:

\$34,907 – \$45,376 + COLA

POSITION LOCATION:

105th Troop Command
Barrigada, Guam

APPOINTMENT TYPE: INDEFINITE W/ DUAL STATUS

Indefinite employees are temporary in nature but without a time limit. An indefinite appointment does not confer permanent status. Benefits are the same as a permanent technician with the exception of tenure (indefinite appointees do not serve a trial period). Indefinite employees pay into the retirement system, receive annual, sick, and military leave, and are eligible to participate in the health and life insurance programs.

PDCN #:

D1098000

PROJECTED APPOINTMENT DATE: TBD

SECURITY CLEARANCE:

SECRET

AREA OF CONSIDERATION: In-state – Open to current members of the Guam Army National Guard

MILITARY GRADE: Enlisted, E4-E5

COMPATIBLE MOS/CMF: Predominate MOS of the unit or organization; CMF 42, CMF 92

This position is located in the logistics section of a Troop Command of the Army National Guard. The purpose of this position is to function as the Assistant Logistics NCO for the Command. Under the direction of the senior logistics NCO, this position accomplishes work in the area of logistics.

SPECIAL PLACEMENT AND POSITION FACTORS:

Payment of Permanent Change of Station (PCS): Not Authorized

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

Military Attributes: Yes

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

MANDATORY CONDITIONS OF EMPLOYMENT:

Must qualify for appropriate level of security clearance required for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

JOB RELATED QUALIFICATIONS and EVALUATION: Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

GENERAL: Experience, education, or training in a variety of operations or situations concerned with substance or content of supply actions, requiring ability to decide course of action to take, considering the circumstances or conditions encountered; experience using computer and automation systems.

SUPPLY TECHNICIAN, GS-2005-06, SPECIALIZED: Must have at least 9 months experience, education, or training which demonstrates knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment; experience conducting searches for required information; reconstruct records for routine supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts; experience performing routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for three months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks or substantially full-time study for 30 semester hours or the equivalent) for 12 months of experience.

KNOWLEDGE, SKILL, AND ABILITIES (KSA's): The following knowledge, skills, and/or abilities will be considered in the evaluation process. Although it is not mandatory to provide a separate KSA statement, your resume must reflect how you meet the requirements of the following factors. This will allow rating officials to consider your qualifications to their fullest extent.

1. Knowledge of unit supply and logistics procedures, to include supply and parts procurement.
2. Ability to advise subordinate units on aspects of supply and logistics.
3. Ability to manage and maintain all aspects of unit maintenance schedule for all unit equipment in accordance with the Command Supply Discipline Program.
4. Ability to requisition all parts and supplies for all unit equipment.
5. Ability to coordinate with higher level maintenance program on all equipment issues.
6. Knowledge in computer operations, software applications, and systems management.
7. Ability to analyze data and generate solutions to logistical issues or problems.
8. Ability to prepare, request, and coordinate with internal and external agencies for all supply and logistic matters.

HOW TO APPLY:

1. Read entire announcement and follow ALL guidance/directions. If you have ANY questions, please call the HRO office.
2. Submit a current resume. Please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.**
**Note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work experience and qualifications/education you show on the Resume can be used to evaluate your qualifications for this position.
3. Attach any required documents (see Required Documents below).
4. Submit application package to the Guam National Guard – HRO Office. No binders or bound documents please.

REQUIRED DOCUMENTS (Application Packet):

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory**)
- Transcripts, if applicable. **College/Vocational school transcripts MUST be submitted in order to receive credit for education.** (Copies are acceptable)
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items (i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

GOVERNMENT FORMS ARE AVAILABLE AT: www.opm.gov/forms/

ALL APPLICATIONS MUST BE MAILED OR HAND CARRIED TO THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.

**Guam National Guard - Joint Force Headquarters
Human Resources Office
430 Army Drive, Building 300, Room 113
Barrigada, Guam 96913-4421**

Applications must arrive by close of business (1630 UTC/GMT+10) on the closing date. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through and internal mail system. Faxed applications will not be accepted. Electronic applications are only accepted for those employees who are mobilized. Applications or resumes without a current return email will not be considered. Errors or insufficient information may affect your eligibility to be minimally qualified. Applications will not be returned. Please make a copy prior to submitting it to the HRO.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications, Eligibility, Requirements and the Area of consideration. The eligibility you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully.

**VETERANS PREFERENCE DOES NOT APPLY-SELECTIVE SERVICE REGISTRATION REQUIRED
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**